

1 D12-14 Notings to Students and Graduate (ST and MA students)

1928-1948 about regulations of student living, residences, rationed materials, hospital, policies, dress code, classes, Board of Registration Requirements, etc

1 D12 Sally Johnson 1920-1946

1 D12-13C Reminiscence 1929-1935

Synopsis of entire 1 page moved to overview book

NOTICES

I

Classes have begun and I wish to remind the students that we expect them to be in the Class Room on time. Students who are to relieve on wards are to present themselves five minutes before the class hour. The ten minutes between various class periods is for traveling from place to place. It is not to be used for getting mail. Nurses who are late to class are to remain after class without being told to do so; are to write their reason for being late and present that written reason to the nurse instructor in charge.

II

Spreads are no longer to be folded and put on top of the beds. They are to be folded down the center twice; folded end to end and layed over the back of the chair, so that the stripes are horizontal, and that the end in the chair comes to the seat, but does not come into the seat of the chair. Supervisors, Miss Corbett and the students who were at Student Government Meeting know the method.

III

Beginning Tuesday, October 15, 1929, each student nurse is to put her name on the beds of the patients for whom she is caring. This name is to be put on a pasteboard slip that fits in the first groove of the bedside card. If for some reason the first groove is not suitable on some particular ward the change of routine may be taken up with the supervisor. The prefix "Miss" is to be used. Neither name or initial of first name is to appear, unless there should be two nurses by the same name, then the first initial may be used. The student herself is to make out these slips and to be responsible for them. She may take them from ward to ward. If assigned to a new ward without previous knowledge she is to get them within 24 hours.

IV

Will students take care of the situation whereby they "lie down a minute and go to sleep?" These are often the day nurses. Nothing is much more disturbing than students coming late to class. Students should plan to be on their feet for the last ten minutes before the class hour. I am asking every student who is late to class because of oversleeping to explain to me personally, in my office. One student has no right to disturb the instruction period of fifty others by coming in late.

Sally Johnson
Sally Johnson, R.N.
Principal.

J/L.

October 11, 1929.

The number of nurses who are being invited by the senior on the day of graduation is too large. The group gathering at the table is becoming too inclusive. Beginning November 1st each graduate may invite only one personal guest and only members of the graduating class are to be asked to sit with a graduating nurse. This invitation is not to be extended to head nurses or to members in the other classes of the school.

II

Ventilation on the wards, including temperature, is to be in charge of the "senior." If she is not on duty, ~~in charge~~ the nurse on duty who is the oldest in the school, and if they are both in the same class the nurse whose name comes first alphabetically is to be in charge.

III

Beginning Monday, October 21st., with the exception of an emergency, all students who need personal equipment such as belts, cuff links, or information relative to uniform repairs are to come to the office between 7:30 - 7:45 A.M. and 6:30 - 7:00 P.M. This is to reduce the constant interrupting of workers in the office. In so far as possible we should like the nurses who are coming for thermometers and for other ward equipment to come at these hours.

Sally Johnson
Sally Johnson, R.N.
Principal.

October 18, 1929.

NOTICE

The mouth tablets of codein sulphate have been put into bottles which are quite different in shape from those in which the morphia tablets are placed. Morphia is approximately four times as strong as codein.

We feel that we have now done all that we can to help in the matter of mixing codein and morphia.

These bottles are to be put on the shelf so that the first part of the words codein and morphia faces the front.

II.

Whenever possible I am asking that persons who are calling from the telephones use the Richmond telephone. Those are not listed in the directory, and this will leave the Haymarket number, which is listed, free, through which persons may call from the outside.

The hospital has this month had to pay nearly two dollars for over-time calls. In my opinion this means that those who have used the telephone have not signalled the operator when the over-time was up and then deposited their money. If this misuse of the telephone continues we can hardly remonstrate if the hospital removes these additional telephones.

III.

Radiators that have a valve at the top and bottom should always have both valves turned alike, that is, they should both be open or both closed. Otherwise, they snap and crack, and we may get floods. You will find the upper one is frequently closed when the lower one is open. This is because it is easier to close the upper one than it is to bend over and close the lower one.

We are holding the owners of the rooms responsible for these valves, and will everybody take responsibility concerning those in the bathrooms.

IV.

Because of the reference made to nurses of this hospital in regard to the visit of a prohibition officer in the drug store on the corner of North Anderson and Cambridge Streets, it seems wise to discontinue using that store as one which can be visited in uniform. Since Mr. Minnichello has added to his store so many things which we commonly use, this change will probably be no particular hardship. If there are any articles which have commonly been obtained in that drug store which Mr. Minnichello does not keep, I shall be glad to take the matter up with him if the President of Student Government will tell me of such articles. From this date, therefore, nurses are asked not to go to that drug store in uniform.

Sally Johnson
Sally Johnson, R.N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE TO GRADUATE NURSES

WEARING CAPS

*To be put
in note book*

We are requesting the graduate nurses who live outside (with the exception of those at 4 North Grove Street), including those on the permanent staff and those who are specialling, not to wear their caps on the streets.

The Training School Office has provided very suitable medium brown pasteboard boxes for carrying the caps. Those who wish such boxes may purchase them at the Walcott House. The price is 10¢. If you have some other suitable box, we shall be glad to have you use that instead of this one.

This new policy will mean that nurses will sometime appear in the dining room and in the corridors without their caps. Although these boxes may be left in the wards and placed wherever the head nurse designates, we cannot expect the graduates who come from the outside to go to the wards for their caps before going to a meal.

Sally Johnson, R. N.
Principal.

1/9/39.

NOTICE

Tentative Regulations for use of Call Bells.

They are installed mainly for use from 5 to 9 P.M. During these hours we are relying upon the residents on the floor to answer the calls.

Bells on West end will be rung 3, pause, 3.

Bells on East end will be rung 2, pause, 2.

The following rooms will be called from the West end:

2nd floor, 32 to 43 inclusive.

3rd floor, 59 to 72 inclusive.

4th floor, 88 to 101 inclusive.

5th floor, 102 to 117 inclusive.

I am not sure that these bells can be used during the day without disturbing the night nurses and being a nuisance generally. They are, however, being given a trial for communication with maids during the day.

The first floor maid is still to be responsible for going to the room to call students for classes, but if the person is to be called for the telephone, or for a visitor, the first floor maid may ring the station on that floor and ask that maid to deliver the message. The maid should report if the nurse is not found.

All who use the system should remember that it is not necessary to push the button full force, and they should allow considerable time before repeating the call. The person answering may be some distance from the station and hurrying to answer when the bell rings again. That is annoying!

Before 5 P.M. the call is repeated but once. If there is no response the person on duty on the first floor is to go to the other floor. There is enough disturbance on these floors without the constant jangling of these bells.

If this system is intelligently used, and everybody co-operates, it will save time and nerves. The outside telephone calls can be more quickly answered and the telephone numbers can be more readily obtained by those calling in.

J/L.

Sally Johnson

Sally Johnson, R.N.
Principal.

IMPORTANT NOTICE

Yesterday, Sunday, I looked into several rooms of the Thayer and found a few that looked well, but many that looked very untidy. There are two legitimate reasons for this; one, that the Thayer has long needed housecleaning and, therefore, does not present a background to inspire good housekeeping; second, Christmas with its cards, packages and papers brings clutter. Now we are at the housecleaning, and classes are omitted for a few more days, will each resident of the Thayer make a business of policing up her room: get rid of old papers, parts of drop lights, soiled clothes, etc., etc. "I will not look until Friday A.M., January 3rd." We shall see what we can do about clean curtains and bureau scarfs.

December 30, 1929.

Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

From this date nurses coming in after ten o'clock are to use either the Baker Memorial basement runway, or come through the yard by way of the door nearest the nurses dining room. In coming into the Thayer they are asked to use the center door and the center stairway.

During the day time we wish the main traffic to be along the new walk behind the Baker Memorial and in the door nearest the nurses dining room. It is quite all right to occasionally use the walk which comes along the West side of the Baker Memorial. We desire, however, to keep the main line of traffic away from the entrance to the Baker Memorial.

April 15, 1930.

Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

A list of students living at Charles Street, who are on relief duty, will be left at the Front Door each evening. These nurses are asked to check the name with the time reporting off. Two students may go down together but the last one off must not be left to go alone. Call the night supervisor if unable to get off duty by 11:15 P.M. Leave the hospital in ample time to reach Charles Street before 12.

Nov. 13, 1930.

Sally Johnson
Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

Twice a year when we move students to make room for the new class, we frequently get into difficulty about keys to the top drawers. As a measure of preparedness I am asking Miss Bradstreet to check on these keys within the next few days.

Therefore, will every nurse show Miss Bradstreet her key before 7 P.M. Monday, August 10th. Please do this when she is in the Tea Room, or better, 7:15 - 7:45 Tuesday and Thursday evening. If she happens to be in the Tea Room, near her list, at other times it is all right to show her your key, but do not tell her about them when she is in other parts of the house and not near her check list.

8/3/31.

Sally Johnson
Sally Johnson, R.N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL

NOTICE

The first High Tea will be in the New Home, Thursday afternoon, January 8, 1931.

Until the new class comes in, which will be February 10th, the nurses who live in the New Home and in the Charles Street Home, will go to the Tea in the New Home. Those who live in the Thayer, and in the Baker Memorial, will go to the Tea given in the Thayer.

These Teas begin at 3:30, and the students are not only invited, but urged to go to these Teas. They are given by the ladies from the Training School Committee, Hospital Visiting Committee, and Surgical Dressings Committee.

It does help, of course, if the numbers can be spread out over the hours, and if too large a number do not go at once. In other words, do not wait for all your friends to go when you go.

1/8/31.

Sally Johnson
Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE RELATIVE TO THE JUNE DANCE

There will be a receiving line at the beginning of the dance
--- not for "good night."

Each student is responsible for acquainting her guest with the limitations which are necessary when a dance is held in a hospital:

- a. A guest cannot go out into the **hospital** corridor. They may use the door which opens out of the brick corridor on to the porch which is on the side of the Moseley Building.
- b. As the Rotunda is large and some of the benches are left in there is room to sit down between dances. It is not necessary to wander around.
- c. There can be no smoking in the hospital. The best place is the porch mentioned above. There will be sufficient boxes for cigarette stubs. Please try to keep them off of the lawn.

Over night permissions are not to be taken by those who attend the dance. If others have planned to be away on that night please mention this to the supervisor in the office when you are signing in the book.

6/4/31.

Sally Johnson
Sally Johnson, R.N.
Principal.

NOTES RELATIVE TO THE MAY BALL.

It is very important that the May Ball should be a success in all its details. When it is held away from the hospital much more is involved.

Duties of the Proctors, both head and assistants:

The Proctors are responsible for seeing that their group of students:

- a. Present themselves to the receiving line early in the evening, and at the end of the evening.
- b. That they do not leave the ball room and the lobbies during the party.
- c. That they return to the hospital on time. The Proctors will await their group in the Moseley Building, and all students, with the exception of those living on Charles Street, will present themselves there.
- d. Provide the supervision which is the policy of all our dances.

The Head Proctor in each class is to come to me once or twice during the evening to see if there is anything desired of her. They should also look my way occasionally so that I can get them if necessary.

The Receiving Line:

With such a large group attending the situation will be awkward and there will be confusion if all couples present themselves to the receiving line before dancing. I think it will be better if the members of the class giving the dance present themselves at once, and that the others present themselves before the third dance is over, either stopping while they are dancing, or stopping between dances. I would also suggest that the class giving the dance say their "good night" to the receiving line after the dance is over, and that the others begin to do this about the middle of the next to the last dance, and then return to their dancing.

We expect every person who attends the May Ball to present herself and guest to the line.

We have observed that the receiving line functions better if the student is on the side nearest the line, and says to me: "This is Miss Smith, may I present -----." Otherwise I have to reach beyond the guest to speak to the student, and there is an awkward jumble. Never mind "which arm" you are supposed to be on.

Returning to the Hospital:

We expect every student in the school to do her utmost to make this party a success. We are, therefore, asking that no person attending leave the ball room or the immediate adjoining rooms either during the party or before the party closes. We are granting no requests for additional late leaves, or permissions to stay at

home or with friends. Those students who have early time the next morning are to return to the hospital. It seems reasonable to expect those that are attending to be back at the hospital at twelve-thirty. Twelve-forty is the latest which will be accepted without explanation.

It is no small undertaking for the class who is responsible for the May Ball to finance it and discharge the many details involved. In the past the unpleasant instances which have come from our dances have not taken place at the dances but have occurred elsewhere, either during or after the dances.

The names of the proctors appear below:

1930:

Dorothy Beny, Head Proctor.

S. Matheson, A - E, inclusive.

E. Forrester, H - S, inclusive.

G. Iskiyan, T - Z, inclusive.

1931:

M. Flately, Head Proctor

M. Ballsdon, A - K) February

G. Floyart, L - S) Section

S. Tibbetts, A - G) Septem-

L. Durkee, H - R) ber

S. Nilson, S - Z) Section.

1932:

M. Merritt, Head Proctor

L. Ross, A - M) February

H. Dalhborg, N - Z) Section

A. Ratte, A - D) Septem-

V. Briggs, E - M) ber

M. Kindshury, N - Z) Section

1933:

E. Hope, Head Proctor

H. Johnson, A - M.

E. Barnes, N - Z.

G. Pearsons, Head Proctor. *Chayer.*

The above may seem complicated and unnecessary details, but every one knows that it is easier to prevent an unhappy situation than to take care of it afterwards. By drafting the above regulations no student will have the excuse: "I did not think.

Sally Johnson, R.M.
Principal.

May 20, 1930.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

New copies of the Surgical Standing Orders have been placed in the Treatment Book on all wards. On wards with more than one service they have been placed in the West Surgical Treatment Book. Although they may be referred to any time, every nurse in the school is expected to be familiar with them.

You are also asked to read the "Suggestions for Treatment of Diabetes" found on the yellow card. These have been on the wards since last Fall and some are not yet familiar with them.

You are expected to study these orders carefully before Wednesday, May 13th, making sure that you thoroughly understand them.

Sally Johnson R.N.
Sally Johnson, R.N.
Principal. *KA*

May 7, 1931.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICES

I

The administration has too often found itself in an embarrassing situation because of the condition of patients heads. Few student nurses have ever seen pediculi or nits before coming to the school. They, therefore, easily overlook both, especially nits, thinking that they are dandruff. On the other hand, the students are far too often checking heads as clean when they have made no real examination.

Beginning Thursday, July 30th, the head of every patient is to be combed with a fine toothed comb within forty-eight hours of the time of admission. Will the students please see to it that in the future we can rely upon the checking of heads.

II

Even taking into consideration the growth of the hospital, and of the school, our electric light bill is a great deal higher than it was a year ago at this time. Many people think that we manufacture electricity with our own plant -- we do not. Our electricity is bought from the Edison Company. Lights should always be left on the stairways. Those who are having late leaves should snap the lights off when leaving the bath rooms. Will you all get after these unnecessary lights?

III

I am of the opinion that our class room instruction has not in the past made it plain to the students that placebos (hypodermics of sterile water) can be given only on the order of a physician. Nurses are not allowed to give these on their own initiative.

Sally Johnson
Sally Johnson, R.N.
Principal.

July 28, 1931.

10/26/31.

Reporting of Accidents.

Nurses are reminded that all accidents must be reported in writing to the Supt. of Nurses within 12 hours. This includes burns, mistakes in medicine, patients falling from bed or chair, thermometers broken when in use etc.

The report is to be written by the nurse most closely connected with the situation. *Kellora*

MASSACHUSETTS GENERAL HOSPITAL TRAINING SCHOOL FOR NURSES

NOTICE

This is to notify all nurses who may not be familiar with the regulation that there is no regular evening visiting hour for the ward patients. In exceptional rare cases, the Admitting Office may grant permission for an evening visitor. Nurses will please explain this regulation to visitors and when necessary request them to ask at the front door.

Sally Johnson
ps.
Sally Johnson, R. N.
Principal.

April 17, 1934.

MASSACHUSETTS GENERAL HOSPITAL TRAINING SCHOOL FOR NURSES

NOTICE

From this date, a patients' face towel is to be used for the protection of bed linen in the care of ether patients. The dressing towel will no longer be used for this purpose.

Sally Johnson
ps.
Sally Johnson, R.N.
Principal.

9/22,34
WA/EA

NOTICE

The following is the list of books which are missing from the library. Will any student who has one of these books see that it is returned not later than Tuesday night, July 15th.

The attention of the student body is called to the following reservation: "Any student who takes books from the library without signing in the proper place is fined fifty cents, any student who does not return a book after it is duly posted is fined one dollar."

J:G

July 14, 1930. 10³⁰ a.m.

Sally Johnson
Sally Johnson, R.N.
Principal.

NOTICE

In many of the rooms the spring house cleaning of personal belongings is long over due. This is the season of year when winter clothes are still around and summer clothes have begun to appear. Classes are practically over and we shall occasionally get a cool day. Therefore, I am asking the nurses to clear all unnecessary belongings from their rooms.

There are far too many pictures around; there are too many dolls and other "jimeracks"; there are too many pictures of various kinds stuck in the mirrors; closets are too full.

I am asking all residents of all homes to thin things out by Monday, June 15th. This gives a reasonable length of time and not long enough time to tempt procrastination. We are too busy to follow up such requests. Will each one, therefore, do a good job?

6/6/31.

Sally Johnson
Sally Johnson, R.N.
Principal.

NOTICE RELATIVE TO THE STORAGE OF TRUNKS

I realize fully that when nurses graduate and go home for a short vacation that it is very inconvenient to take a trunk home and then perhaps bring it back to a room on the hill. Sometimes these young women come back to join the Staff here.

From this date definite permission relative to the probable length of time which a trunk may be left is to be obtained from Miss Fraser. I am willing, with this permission, that a trunk be left here for a reasonable period, but it certainly should not remain more or less indefinitely.

Oct. 27, 1933.

Sally Johnson
Sally Johnson, R.N.
Principal.

N O T I C E

I wish to remind the residents of Charles Street that visitors are not allowed to smoke in the building. This includes the vestibule.

Each student will be responsible for her own guest and any other guest that she may see smoking.

Sally Johnson, R.N.
Principal.

All residents of Charles Street, preliminary students and affiliates are to sign on the over night slip. Please see that you do not forget.

Sally Johnson, R.N.
Principal.

N O T I C E

You are asked not to touch the valve on the left hand side of the radiator. These valves are automatic and do not work properly if meddled with.

1/28/31.

Kathleen Atto, R.N.
Asst. Supt. of Nurses

N O T I C E

Relief nurses living at Charles Street are asked to sign in at Charles Street as well as sign out at the Front Door.

4/22/31.

Sally Johnson, R.N.
Principal.

Nurses residing at the Charles Street Home are requested to use the following routes: Leaving the home cross Charles Street at Pinckney where traffic lights are, continue down Charles Street to the underpass - if in a group use the underpass, continue down Charles Street to Fruit Stand, Fruit Street to the hospital. If alone, do not use the underpass, continue down Cambridge to North Grove Street. The same routes must be used in going from the hospital to the home. Under no circumstances are students to use North Anderson, West Cedar, or any other street on the hill when in uniform.

Nurses must not appear on the street in uniform, except when going to and from the hospital.

The M. G. H. cape is not to be worn on the street in severe weather.

Nurses must not stop anywhere on errands between the hospital and the Charles Street Home when in uniform, except at Minchiello's.

It is expected that the nurses will be quiet and dignified and cover the distance between the home and the hospital in as short a time as possible.

Helen Wood
Helen Wood, R.N.
Acting Principal.

2/9/32.

TRAINING SCHOOL FOR NURSES.

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

Will all members of the classes that entered in September, 1931, and February, 1932, meet in the Walcott House Class Room at 7:15, Thursday evening, August 25th. This includes nurses on night duty and on day duty. Any who are having their afternoon, and are planning to go out of town, may be excused by consulting Miss Atto. Any who are having their afternoon, and are planning only to go down town or to some nearby place, are requested to return for this conference.

Sally Johnson

Sally Johnson, R.N.
Principal.

Aug. 23, 1932.

Eating on the Wards
is against the rules. Because
there is considerable disregard
of the rule we shall resume
the policy of fining nurses
50 cts. for each offense.

S. Johnson

1/30/33.

Removed
12/14/33

TRAINING SCHOOL FOR NURSES.

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

The extracts of notices which are under the isin-glass have been rewritten. The students are asked to look these through within twenty-four hours of the time of the posting of this notice.

The regulation relative to forfeiting a half-day when late on duty on Sundays and holidays is discontinued. Please see that there is no necessity for resuming this regulation.

Sally Johnson

Sally Johnson, R.N.
Principal.

Feb. 1, 1933.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

USE OF CANDLES

There is but one exception to the rule that no candles are to be allowed anywhere in the hospital.

Unless oxygen or other gaseous inhalations are being given by nasal catheter, oxygen tent, oxygen tank, or by some other means, priests may use lighted candles when performing the last rites of the dying. No candles will be allowed except during the actual performance of the rites of the priest. The candles shall never be left burning beside the patient after the priest has gone, nor shall any other person light such candles.

All hospital personnel are requested to be extremely alert to the danger of an open flame where there is oxygen, ether or other gasses

N. W. Taxon
(over)

N. W. Taxon, M. D.
Director.

April 28, 1939.

NOTICE

Attention is called to the fact that no gum is to be left on trays, dishes or silver. Because of carelessness in this respect, gum has been carried into the washing machine, causing considerable damage, delay and expense.

Please be sure to allow no gum to be left on the trays.

Sally Johnson

Sally Johnson, R. N.
Principal.

J/A
6/29/39.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE - Earlier Reporting to the Staff Clinic

The Out Patient Department Staff Clinic is open from 8:00 to 10:00 o'clock. On several days several users of this clinic have arrived at about 9:45 a. m. Therefore, it has been necessary for the clinic to remain open long after 10:00 o'clock.

Will the users of this clinic go earlier. I think the person who arrives promptly at 8:00 o'clock would get prompt service. Appointments for routine physicals should be made in advance.

Sally Johnson

Sally Johnson, R. N.
Principal.

3/25/39
J/A

IMPORTANT NOTICE

From time to time when an important matter needed to come to the attention of the student body the entire group had been called together in the evening. This takes considerable time and is the cause of considerable inconvenience. I am, therefore, communicating with the student body relative to a serious matter by the more simple means of a bulletin board notice. During the last fortnight several evidences of poor nursing have come to my attention. The general excuse was: "We were so busy" or "I was in such a hurry." No one questions these statements, but the difficulty could have been met by one of two means:

I.

The use of better judgement as to the relative importance of duties to be performed.

II.

The transfer to the head nurse of the responsibility for important duties not performed.

The following is an example of:

I.

A well developed bedsore, with surrounding abrasions, was discovered. Investigation revealed that five different students had given a bath to this patient, or rubbed her back. Some had not touched the region over the coccyx; others had rubbed it but had not looked at it. Nearly all had rubbed the shoulders. If time were an element, and of course it was, it would have been far better to have left the shoulders undone and rubbed the lower back.

The following is an example of:

II.

A patient was transferred to another ward and badly matted hair was discovered. Several students had given that patient morning care, but no one had thoroughly combed the hair. One had "combed the front." Yet no one had reported the condition to the head nurse who could probably have remedied the situation. At any rate the responsibility would have belonged to the head nurse and not to the students.

CONCLUSIONS

It is true that no person within the nursing group - from the preliminary student to the principal of the school - has the time to do all that she should do or all that she would like to do. But, every one of the group must develop sound judgement in choosing the most important things to be done. Every one within the group who leaves undone an important duty, which is her responsibility, should tell the next ranking officer of the omission. To the student nurse the next ranking officer is the head nurse; to the principal of the school the next ranking officer is the director of the hospital. It is just as much my job to see that Doctor Washburn knows of any failure of mine to discharge an important responsibility which he has placed upon me as it is the job of the student nurse to give similar information to her head nurse.

CONCLUSIONS RESTATED

From this date I shall expect:

I.

The use of sound judgement in estimating the relative importance of duties to be performed.

II.

The transfer to the head nurse of the responsibility for all important duties not performed.

Sept. 29, 1933.

Sally Johnson
Sally Johnson, R.N.
Principal.

RELATIVE TO THE MISSING OF CLASSES

Too many of the students, while on night duty, are of the opinion that it is a matter of choice as to whether they are called for class by the maid or depend upon their alarm clocks. Experience has taught us that it is not wise to depend upon alarm clocks for this purpose. The Student Handbook makes a definite statement relative to this and does not give a choice. It states that night nurses must never depend on alarm clocks to waken them for classes.

When for other purposes a student is depending upon an alarm clock, it is safer to put the alarm clock out of reach where it is necessary to get up to turn it off, or to discipline oneself to pick up the alarm clock and carry it over to a dresser. Once up, the worst hurdle is over.

Both day and night nurses sometimes miss other classes because they are not sufficiently familiar with their schedules. This often happens when the schedule has changed. From now on will the students discipline themselves to look at their schedules daily. Hereafter when students come to see me relative to classes which have been missed, my question will be, "How could this have been prevented?" It is not "cricket" to take unnecessarily the time of an instructor to see that classes are made up or to take my time to hear explanations when classes are unnecessarily missed.

December 8, 1943

Sally Johnson, R. N.
Principal

NOTICE

I have noticed that several of the students are wearing socks and no stockings while playing tennis. I have said nothing about it up to the present. I am of the opinion that if students confine this to the tennis court and go nowhere else - not to Minichello's or "for a walk", that I may not ask the students to discontinue.

Whether or not it is wise to let it continue will, to a degree, depend upon how much attention is paid by passers-by bordering the tennis court.

I do wish to make it perfectly plain, however, that I am asking that students so garbed do not go to Minichello's, around the hospital grounds, or to the dining room.

The kind of garb which is suitable for the Sea Shore or at home is not suitable for the West End, particularly when one is in work such as ours.

Sally Johnson
Sally Johnson, R.N.
Principal.

J:L
May 17, 1933.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE

For a few weeks to come, a small number of students will receive new checked uniforms in their weekly laundry bundles. Under no circumstances are these uniforms to be worn to the ward without being seen by some Supervisor in the Training School Office.

Students should plan to report for inspection of uniforms at hours which will not conflict with ward duty. In the event that uniforms do not fit correctly, there should be time to return to Charles Street to change into the blue uniform before going to the ward.

Aug. 14, 1934.
RS/EA

Sally Johnson, R. N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE

This is to remind all students coming to the Dining Room in uniform that full uniform only should be worn.

Students who have been out or are going out and are wearing only the dress under a coat, are requested to change to full uniform before coming to the Dining Room.

RS/EA
Aug. 8, 1935.

Sally Johnson
Sally Johnson, R. N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE

On each ward has now been placed a large black notebook labelled NOTICES. In this notebook will be placed the important notices issued from time to time relative to changes in hospital policies or routines.

Student and graduate nurses returning from leave of absence, illness, vacation, affiliation or any other absence from the hospital will be expected to look through this notebook to learn the changes made during the absence. All nurses will be held responsible for knowing the changes posted in this notebook. It will also be the responsibility of the head nurse to notify special nurses of this notebook, and its location.

Notices to be placed in this notebook will be so designated.

12/9/36

Sally Johnson
Sally Johnson, R. N.
Principal.

NOTICE

All bags containing supplies to be sterilized are to be put in the Emergency Ward linen closet - in the compartment on the left - marked for this purpose.

Bags are not to be left on the floor outside of the sterilizing room.

April 22, 1929.

Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

IMPORTANT NOTICE

Attention is called to the regulation in the Precedent Book relative to the use of candles.

Under no circumstances may candles be lighted when a patient is in an oxygen tank. A serious fire might result and burn the patient.

Nov. 27, 1929.

Sally Johnson
Sally Johnson, R.N.
Principal.

NOTICE

RELATIVE TO NEEDLES OTHER THAN HYPODERMIC

Needles other than hypodermic - those that are used in subpectoral, intravenous, lumbar puncture, etc., are to be returned to the Apothecary for repair or discard. None of these needles are to be destroyed on the Ward. The man in the Instrument Repair Department is to take the responsibility for this and no one else.

These needles should not be thrown away on the ward or carelessly thrown in with dressings or dressing towels.

J:G

May 24, 1930.

Sally Johnson, R.N.
Principal.

Pitchers of hot water used for inhalations are never to be put in a patient's bed. They are to be put either on a chair, a bedside table, or on a stool. If you have difficulty in arranging this, obtain aid from a member of the Training School Office, or from the Teaching Department.

Steam can be carried to the patient by means of a long funnel made out of brown paper. By Monday morning a sample of this funnel will be in the Training School Office, and later in the New Home and in the Thayer.

Sally Johnson
Sally Johnson, R.N.
Principal.

July 19, 1930.

NOTICE

Student nurses are absolutely forbidden to carry five pint bottles of nitric acid from the Apothecaries. When such bottles are to be returned to the ward the Apothecary will notify the ward and the head nurse will send an orderly down to the Apothecary for this bottle. The person sending the orderly will inform him of the danger in spilling any of this acid.

Aug. 5, 1930.

Clare Dennison, R.N.
Asst. Supt. of Nurses.

NOTICE RE. STERILE SUPPLIES

Cans and bags of dressings to be sterilized must be tagged with name of ward and date. Adhesive must not be used for holding covers on cans or for marking them. Be sure the "S" is removed and new tags put on cans when refilled for sterilization.

Nov. 4, 1930.

Sally Johnson, R.N.
Principal.

NOTICE

A. Relative to the places on the wards where certain pieces of equipment are to be kept:

1. Mouth gags in left hand top drawer of head nurses desk.
2. Combs in a box in drawer in linen closet which holds small articles: such as, pins, elastics, tags, labels, etc..
3. Rubber tubing, catheters, rectal tubes and glass connecting tubes in utility room rack shelf in long white enamel containers (not a red box.)

B. On Surgical Wards temperature charts are to accompany patient's history to amphitheatre and is to be placed as second sheet (under anaesthesia sheet and above top page of history.)

Sally Johnson
Sally Johnson, R.N.
Principal.

March 3, 1931.

NOTICE - RE RUBBER GOODS

Rubber sheets for exchange and discarded rubber gloves are to be placed in the fracture basket and sent to the store.

All other rubber goods such as catheters, rectal tubes, ice caps, spinal bags and hot water bottles are to be sent to the Apothecary marked for "repair or replacement."

No rubber goods will be given out without articles for exchange.

4/11/31.

NOTICE

The following changes have been made in the routine of taking temperatures:

1. Six thermometers may be used at one time instead of four.
2. Pulse be taken for $\frac{1}{2}$ minute on convalescent patients. Pulses are to be taken for 1 minute on patients with cardiac disease, intermittent or irregular pulses, with temperature of 101° or over and on patients who are one and two days post-operative. No student nurse is to make an exception to this.
3. Respiration must always be taken for at least $\frac{1}{2}$ minute. One minute is necessary in such cases as respiratory and cardiac diseases, in very ill patients or following major operations when patients condition may be at all critical.

Supervisors have observed that there are far too many deviations from the accepted routine, such as: (1) Not emptying out the corrosive before taking temperatures. (2) Not washing the thermometer before putting in fresh corrosive. (3) Soiled thermometers put in the beaker with the soiled papers. (4) Putting rectal thermometers in the same solution as the mouth thermometers.

Some of these deviations are actually harmful; others are evidences of careless work. Students are to inform themselves of the correct procedure and to carry these out to the utmost detail. Any deviation from this routine will be considered a serious offense.

This notice will take effect on Thursday, February 12, 1931.

2/10/31.

Sally Johnson Rec.
Sally Johnson, R.N. *KJ*
Principal.

Rectal Temperatures

must be taken on all children 12 years of age and under, whether on pediatric service or other wards.

All these temperatures are to be taken by the nurse, never by the orderly.

Hellman

TRAINING SCHOOL FOR NURSES.

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

Note change in time for thermometer exchange.
Thermometers may be exchanged at the Training School
Office between 8:00 and 8:30 A.M. and 6:30 and 7 P.M.
When the charge slip is made out to a student nurse
she is asked to sign her name below the line to the
left of the head nurse's signature.

Helen Wood Rn
Helen Wood, R.N.
Acting Principal.

10/7/51.

*Min. William
for notice book*

MASSACHUSETTS GENERAL HOSPITAL

SUGAR RATIONING REGULATIONS ORDER #3

Surrender and Retention of War Ration Books

"1407.70 (b) When a consumer to whom a War Ration Book has been issued becomes confined to an institution for a period likely to exceed ten days, he shall surrender his War Ration Book to the administrative head of the institution. On his discharge from the institution the War Ration Book shall be returned to him."

Instructions Regarding The Handling of

Patients' War Ration Books

WAR RATION BOOKS (Food) OF PATIENTS WILL BE LISTED WITH VALUABLES AND TURNED IN TO THE CASHIER AT THE TIME OF ADMISSION. IF SUBMITTED AT A LATER DATE, EITHER BY A PATIENT OR RELATIVE, THEY SHOULD BE GIVEN TO THE HEAD NURSE ON THE WARD WHO WILL LIST THEM ON THE "ADDITIONS" SECTION OF BOTH THE PATIENT'S AND WARD COPIES OF THE CLOTHES SLIP; THE WARD COPY OF THE CLOTHES SLIP AND THE RATION BOOK WILL THEN BE TAKEN TO THE CASHIER, AS FOR ANY VALUABLE BROUGHT IN AFTER ADMISSION. IN OTHER WORDS, THE WAR RATION BOOK IS TO BE TREATED AS A VALUABLE, THE SAME AS BANK BOOK OR CHECK BOOK. THE THIRD SHEET OF THE CLOTHES SLIP (buff) WHICH THE PATIENT HOLDS WILL ACT AS HIS RECEIPT.

11/14/32

N. W. Faxon, M.D.
Director

SUBJECT: [Illegible]

DATE: [Illegible]

[Illegible text block]

REFERENCE: [Illegible]

1. [Illegible]

[Illegible text block]

[Illegible signature]

NOTICE

Because of the number of holidays that come during the Fall of the year, we have great difficulty in getting our Winter class schedule through in time to begin the February schedule, but I think the following arrangement may help the students to get away the afternoon before Christmas:

We are omitting the five to six class in Dietotherapy, and omitting the four to five Surgery I class. This class in Surgery I is to be put in somewhere later in order to come out even.

The three to four Medicine will be held, but if there is any student who is having the afternoon, who cannot get away after that class, I shall be glad to excuse her personally. Will the students who come to me asking for this excuse have in writing all the information about trains. This does not mean that they are to be excused in order that they may have the entire afternoon free, but it does mean that if trains run in such a way that they cannot get home after a four o'clock class that I will excuse them. It also means that if trains run at such a time that they need to be excused from class at ten minutes of four or a quarter of four I shall be glad to do that.

Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES

SALLY JOHNSON R. N. PRINCIPAL

NOTICE

I.

We make an effort to arrange for the student nurses to have at least two hours off duty when the class schedule is heavy, in any one day. If students are repeating classes we can make no effort to arrange for this.

Will every student who is repeating a course mark "repeat" on her class schedule card, both on the card in the office and on the card in the ward. Please see that these cards are so marked before next Monday morning, February 17th.

II.

Altogether too many students are either being very late to class or missing class, because they have not arranged to be called, have misread the schedule, or forgotten. I have some sympathy with the students who are living in the Mumford House, where there is no organized plan for calling. There seldom is a real reason for other students.

This morning I have authorized Miss Pohe to give written assignments to students who miss class without a good reason. We shall probably ask these written assignments to be prepared in the class room, rather than in the students rooms.

These missed classes make a great deal of trouble for various members of the teaching staff and students should make it their business to be at class. Perhaps each student does this only once or twice, but the sum total is considerable.

We once had a student skip a class and offered as an excuse: "I thought it was quite all right if I made up the class by written assignments." This reason is not acceptable.

Sally Johnson, R.N.
Principal.

Feb. 12, 1930.

NOTICE

Beginning with the next semester on February 1st, students who are doing poor class work will be required to have a supervised study hour on Monday evening from 7:30 to 9:00, unless they are assigned for relief duty. This past semester has revealed altogether too many poor marks.

Unless students are able to keep up with the class work they put themselves in the position where they will be asked to return to high school for further study, or to go home until such time as they are mature enough to realize their responsibility for the class room instruction.

This school has always stood for a certain grade of accomplishment and there is far too large a number of students who are failing to meet this grade.

An outstanding example of this failure are the marks in the examination in Dermatology.

There is considerable evidence that some students are doing little or no studying.

Sally Johnson

Sally Johnson, R.N.
Principal.

Dec. 27, 1930.

TRAINING SCHOOL FOR NURSES.

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

Will students who have been in the school one year (or any other student who has not already done so) confer with Mrs. Meredith before Wednesday night, October 25th, relative to desire for affiliations. Preferable hours are from 10 to 12. Night nurses in the late afternoon or possibly between 6:45 and 7.

While we cannot give all of the students their desired affiliations we can more often do this if we have a large number of requests. Unless there is some very good reason for doing otherwise we expect every student to accept the affiliation to which she has been assigned. In one or two instances students have at the last minute requested not to be sent on the affiliation for which they have been scheduled. Any good reason for not wishing to accept an affiliation should be stated at the time of the first conference with Mrs. Meredith.

While I realize that the end of the first year is rather early to know what is desired, it is necessary to know early in order that the students program may be planned.

Sally Johnson, R.N.
Principal.

Oct. 19, 1933.

TRAINING SCHOOL FOR NURSES

SALLY JOHNSON R. N. PRINCIPAL

IMPORTANT NOTICE

The New York State Board of Nurse Examiners has made a ruling that after January 1930 all nurses registered in that State must have a passing mark of 75 in all subjects. Interpreted this means that if a nurse is to be registered in New York State by reciprocity that she must not only make an average of 75 in Massachusetts State Board examinations, but must pass every subject with a 75. Massachusetts requires an average of 75, but she may fall below 75 in some subjects, providing her average is up to 75. In other words, a nurse may be a graduate of a Massachusetts School registered in New York; pass the State Boards in Massachusetts, but not be eligible in New York State ----- that is, if she has fallen below 75 in any one of her subjects in the State Board examinations.

October 9, 1929.

Sally Johnson
Sally Johnson, R.N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

NOTICE

ATTENTION OF RECENT GRADUATES & SENIOR STUDENTS

IMPORTANT:- Communication from Board of Registration of Nurses.

"Your attention is herewith called to the ruling of the Board of Registration of Nurses, on October 10, 1934, concerning time when applications will be received. It was

VOTED: That no candidate be admitted to an examination whose application was filed within the two weeks immediately preceding the examination.

Candidates expecting to graduate within these two weeks must have filed their applications before the beginning of the period. These incomplete applications will be noted and returned for completion at the time of graduation, a place in the examination being reserved for the candidate.

Signed: Stephen Rushmore, M.D.
Secretary."

Oct. 25, 1934.

Sally Johnson, R. N.
Principal.

NOTICE

Invitations to graduation are now ready in the Training School Office. Each senior is allowed three guests, and may later, upon request to this office, receive an extra invitation to send as a notice of graduation to some person who will not attend the graduating exercises. We realize that the Seniors have many friends whom they would like to notify of the date of graduation, but our space is so limited that we cannot extend our list of graduates.

Jan. 8, 1930.

Clare Dennison, R.N.
Asst. Supt. of Nurses.

NOTICE

In order that breakage bills may be paid in full on the day of graduation, on the first day of each month students graduating that month will be told the approximate amount of their breakage bill. This will give an opportunity to obtain money for payment.

At eight-thirty on the morning of graduation the young woman graduating will get a slip from the Training School Office, which she will present to the Bookkeepers Office, and pay the bill at that time. She will then return to the Training School Office where she will receive the receipt which will be included with her graduation material.

This new routine has become necessary because of several unpaid breakage bills.

Jan. 10, 1930.

Sally Johnson, R.N.
Principal.

TRAINING SCHOOL FOR NURSES,

SALLY JOHNSON, R.N. PRINCIPAL.

NOTICE

Since the school has grown so very large we find that it has become necessary to have a picture of every student in her folder. Students who live at a distance usually file a photograph at the time of application. Those who are near enough for a personal interview generally do not. We now require every student to do this. We have a picture of the members of the Class of 1931 on file. Members of the Class of 1932 will soon be having photographs taken for their class picture. I would like to remind the members of this class that they are asked to file single photographs in the Training School Office.

Unless there are some very good reasons for not complying with this request, will those members of the Classes of 1933 and 1934, who did not send a photograph at the time they were enrolled, provide me with a picture before Saturday night, August 22nd. If you have a photograph at home, which is a reasonably good likeness, that would be perfectly acceptable. If you have a Kodak picture which is distinct and large enough for identification I shall be glad to accept that.

Photographs can be obtained at Kresge's, $2\frac{1}{2}" \times 2\frac{1}{2}"$, three for fifty cents. They will not make you look very handsome, but they will answer the purpose. Flink's Art Shop, 10 Bromfield Street, will make four pictures for one dollar, $3" \times 3"$. I would like to get this office need taken care of with just as little expense as possible for each individual student. I realize that many of these classes are on vacation. I shall, therefore, leave this notice posted until the first of September, by which time most of those now absent will be back. Will those who are here take care of this at their earliest convenience.

Sally Johnson
Sally Johnson, R.N.
Principal.

Aug. 12, 1931.

REMINDER NOTICES

NOTE: Experience has taught me that "reminder notices" will often clear up certain careless practices that from time to time become too frequent. Therefore, for the purpose of stopping some of these practices I am posting the following notices:

- I. Unless there is no way of avoiding it, one person is not to sign another person's initials as indication of the carrying out of orders. If there is some reason why this must be done, the signing should read "M.C. (the person who carried out the procedure) per C.M. (the person who is checking it)."
- II. Will nurses throughout the entire school take better care of their shoes. By March 1st, I shall expect every student in the school to provide herself with the necessary equipment to keep her shoes well shined, the heels in reasonably good shape, etcetera. The students shoes do not look any where near as well as the rest of their uniforms.
- III. Will students who place notices on the bulletin boards sign them and also see that they are well composed and easily interpreted. The school is large and the students are not all informed about student activities. For example, a notice relative to a "grab bag sale" was recently posted which did not explain the purpose of this sale.
- IV. No piece of machinery can successfully withstand the misuse which the elevator in the Walcott House is given. There is too much repeated pushing of the button when some one is about to use, or is using, the elevator. At the present moment, even when the elevator is practically quiet, the button must be pushed three times before the elevator will respond. An elevator is an expensive piece of equipment. A group of young women whose first duty is to be responsible should not misuse the elevator. The occupants are again reminded that under no circumstances is a door to be pulled open when an elevator is passing. If occasionally persons who are using the elevator from the basement would stop at the first floor they could take on persons who may be waiting there.
- V. This is the season of year when there will be days when it is necessary to turn off some of the heat. Please be sure that you turn off both the upper and lower valves of the radiators in the Walcott House. This refers to the radiators in the bath rooms as well as in the rooms. There will be banging of pipes if both valves are not in the same position at the same time. Unfortunately the banging disturbs others than the one who has failed to stoop over and close the lower valve.
- VI. I cannot make it too emphatic that the reason why we ask the nurses to keep their hris-a-bras, etcetera, off the window-sills that are over the street is that babies are parked in their carriages underneath these windows. A book-end or even a book falling from a window onto the child, particularly onto the child's face, would bring a very disastrous result. From time to time the policemen check this window-sill situation.

Feb. 27, 1935.

Sally Johnson, R.N.
Principal.

MASSACHUSETTS GENERAL HOSPITAL
TRAINING SCHOOL FOR NURSES

Relative to placing objects on window sills

There still seems to be need of clarifying the request that when screens are off the windows that no objects of any kind be placed on window sills of the windows which are over the sidewalks. This includes all windows on Parkman and Anderson Streets and those windows on Fruit Street which are on the front of the annexes. The exceptions are those windows on North Grove Street which are over a grass plot and also those windows on the inner side of the annexes, likewise over grass plots.

The reason for this request is that objects may fall on to those using the sidewalks, particularly on to children playing and babies sunning in their carriages.

That the window is opened only from the top, is kept locked, is closed, or that "I put them there while I was in the room when the window was closed and thought no one would open it", are not acceptable reasons for not heeding this request. In any of these situations someone else may open the window from the bottom and an object may fall out.

The police have complained twice.

Now that a notice fully explains the situations, I am sure that these window sills will be kept clear when the screens are off.

J/A
5/3/39.

Sally Johnson

Sally Johnson, R. N.
Principal.

Screen -

RECEIVED

There is a great deal of work to be done in the field of research and development. It is necessary to have a good understanding of the principles of science and technology. This requires a strong foundation in the basic sciences, such as physics, chemistry, and biology. It also requires a knowledge of the latest developments in these fields. The field of research and development is constantly changing, and it is important to stay up-to-date on the latest information. This can be done by attending conferences, seminars, and workshops. It can also be done by reading the latest journals and books in the field. The field of research and development is a challenging and rewarding one. It offers the opportunity to make significant contributions to the advancement of science and technology. It also offers the opportunity to work with some of the best minds in the field. If you are interested in this field, you should consider pursuing a career in research and development.

The field of research and development is a challenging and rewarding one. It offers the opportunity to make significant contributions to the advancement of science and technology. It also offers the opportunity to work with some of the best minds in the field. If you are interested in this field, you should consider pursuing a career in research and development.

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A TRIAL USE OF THE ELEVATOR TO THE FOURTH AND FIFTH FLOORS AFTER 10:00 P.M.

For a long time we have tried to think of some way that the elevator might be used after 10 p.m. without being an annoying nuisance. I am of the opinion that the plan outlined below will be satisfactory if every person using it will perform her 100% best. Beginning Monday, February 25th, the following plan will be tried:

After 10 p.m. every resident of the Walcott House, whether she comes from duty or the outside, may use the elevator from the main floor to the fourth and fifth floors. The elevator is to be taken from the main floor only and is to stop at the fourth and fifth floors only.

Nurses coming from the hospital through the subway, or any who may be in the basement for any reason after 10 p.m., are to take the elevator from the main floor only. This is to assure control of late passes.

Nurses who live on the main, second, and third floors will still have to walk up unless they happen to be in the elevator when it is going to the fourth floor, from which floor they may walk down to the third. The other important feature in making the plan a success is that nurses using the elevator are not to talk in the elevator, when they get on, or when they leave. There must also be care on the main floor that there is not talking relative to, "Wait a minute, I am coming too, etcetera." One reason why we have not in the past used the elevator after 10 p.m. was because of the noise from the probable talking rather than the noise of opening and closing doors.

It should be routine, if there is more than one person in the elevator and it is not known that the others live on the fifth floor, to stop the elevator on the fourth floor in order that those who live there may get off.

The object of the trial is to provide transportation up to the fourth and fifth floors after ten o'clock. There are two main reasons why we are not trying to run the elevator to the other floors; first, to keep the noise and commotion down to the greatest need; second, to have the second and third floors relatively quiet to which nurses' beds may be moved from rooms near the elevator landings on the fourth and fifth floors provided they are troubled by the additional noise.

The object of the new plan is to furnish transportation up to the fourth and fifth floors, not down from these floors. Therefore, the elevator is not to be used to take the night nurses down.

The most important of all is to absolutely refrain from talking in the elevators after ten o'clock.

Feb. 21, 1935.
J:L

Sally Johnson, R.N.
Principal.

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TRAINING SCHOOL FOR NURSES

SALLY JOHNSON, R. N., PRINCIPAL

NOTICE

Beginning Monday morning, March 4th, students living in the Walcott House will please practice the same policy that is practiced in the other student houses relative to signing in and out when leaving the hospital. The exception is when they go in and out to those places where they are allowed to go in uniform; such as, church, Minichiello's, the cobbler's and the laundryman's. The reasons for this were discussed at a meeting held last fall.

At first this seems like considerable of a burden but it is probably rare for a student to leave the hospital and return to it more than twice in one day, with of course the exception cited above. This would indicate that the maximum time that any student would have to sign would probably be four.

Under "destination", on the sheets provided, should be placed such terms as home, with the telephone number, the address and telephone number of other places visited, and when a house is not a destination such terms as to the theatre, to the movies, to ride, or to walk.

We realize that at the very beginning there will be a limited amount of "forgetting". This period, however, should not be long and in a few days the system should be working smoothly and accurately. For the present the sheets for signing will be on the matron's desk. Later we may provide a small table in the hall for them. Students are to do their own signing.

Sally Johnson

Sally Johnson, R.N.
Principal.

Feb. 27, 1935.

1-103: 1D1a-13c

1 School of Nursing

